



Matthew B. Treglia, Sheriff
Allen County Sheriff's Office
333 North Main Street • Lima, Ohio 45802 • 419-227-3535



Psychological Services Coordinator

Job description

Division: Corrections

Probationary term: 1 year

Job description:

The Psychological Services Coordinator provides mental health and social services to inmates housed in the Allen County Jail.

General Duties:

Duties include but are not limited to:

- Assess inmates who are identified as potentially suicidal to determine risk and to make appropriate recommendations for housing.
- Monitor inmates placed on suicide watch and facilitate integration into general population if possible.
- Keep custody staff informed of any suicide step down plan that is used to facilitate return to general population.
- Make referrals for medical or mental health care if needed.
- Facilitate transfer to special housing units if necessary.
- Assess inmates who are identified as potentially having a mental illness or psychiatric crisis.
- Facilitate continuity of care if inmate is already receiving mental health care from an outside agency prior to arrest.
- Refer to jail physician or agency providing psychiatric care in the jail if necessary.
- Facilitate transfer to special housing units if necessary.
- Facilitate probate or transfer via emergency medical certification (EMC) to appropriate psychiatric hospitalizations as needed.
- Facilitate referral to outside agencies for post-release mental health care if needed.
- Meet individually with inmates as needed to address requests made via kite or to address concerns identified by staff members.
- Provide liaison services with individuals and agencies providing psychiatric services, drug and alcohol treatment, GED classes, and chaplaincy services within the jail. Facilitate inmate access to services provided by these individuals and agencies.
- Keep thorough documentation of contacts with inmates and record information as appropriate.

- Provide assistance to inmates in attempting to secure reentry services following their release from incarceration.
- May be required to serve on the local Critical Incident Stress Management Team.
- Provide policy guidance to the Sheriff and Jail Administrator regarding evolving trends in correctional mental health.
- The position of Psychological Services Coordinator is directly responsible to the Jail Administrator.

Position Requirements:

Individuals seeking employment with the Allen County Sheriff's Office as a sworn law enforcement officer must:

- Be a United States citizen
- Be a resident of Ohio, or become a resident within 90 days of employment
- Be at least 21 years of age
- Possess a valid driver license
- Never have been convicted of a felony or a misdemeanor involving moral turpitude
- Be free of misdemeanor convictions for the last 12 months
- Have no previous convictions or current pending charges of driving while intoxicated or driving under the influence of drugs or alcohol
- Be subject to a thorough background investigation and personal interviews by agency personnel
- If served in the armed forces of any country, demonstrate stability, reliability, and integrity by having an Honorable Discharge (Dishonorable or General Discharges are not acceptable)
- Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency
- Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
- Be free from illegal drug use or legal drugs that impair mental or physical performance for the past 5 years as determined by interview, medical, or polygraph testing
- Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files
- Successfully undergo physical and psychological assessment by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the applicant from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with the Allen County Sheriff's Office until such time as the issue or condition is resolved to the satisfaction of the original professional

- Meet academic and physical requirements for completion of the law enforcement officers course and certification, as required by the State of Ohio, or have successfully completed the required Ohio Peace Officer Training Academy.

Education Requirements:

Master's Degree or higher in Social Work, Psychology, or related human services field.

Experience Requirements:

- Licensure as a Licensed Independent Social Worker (LISW), Licensed Professional Clinical Counselor (LPCC), or Licensed Psychologist preferred.
- Minimum 3 years' experience providing community mental health services or 1 year providing mental health services in a correctional mental health setting.

Updated 4/29/2022